



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PERSONNEL PROGRAM ANALYST I

Job Number: 20001738

Job Code: 93400V000101

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 03/01/1998

Job Revised: 02/24/2006

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides administrative support in one of the following program areas within the Personnel Cabinet: employee records and processing, payroll, classification and compensation, applicant processing, employment counseling, staffing analysis, performance management, employee recognition and other programs administered by the cabinet; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have one year of experience in personnel administration.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in personnel management administration involving the preparation, review and/or processing of personnel and/or payroll documents will substitute for the required education on the basis of one year of experience for two years of college.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Works with and provides advice to agency personnel administrators, employees and applicants in providing a variety of personnel management services. Performs research and gathers information on various job titles with job analysis techniques. Develops and grades Training and Experience (T&E) Guidelines. Interviews and provides counseling services for applicants and for employees seeking to obtain placement on internal mobility registers. Reviews payroll transactions to assure compliance with UPPS guidelines and policy. Reviews and analyzes personnel documents and makes determinations as to statutory and regulatory compliance. Approves or rejects agency requests for a variety of personnel related transactions. Conducts salary surveys. Drafts job specifications in conjunction with agency requests. Meets with subject matter experts to obtain information on job duties and responsibilities. Assists employees and applicants by providing information through a variety of informational formats. Prepares information regarding state personnel programs for state employees. Participates in recognition programs such as the employee suggestion system and longevity certification. Drafts correspondence for response to personnel related inquiries.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting and involves frequent contact by telephone or in-person with state employees and applicants. Incumbents must travel occasionally when working with state agencies.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.